



AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply	<div>CONTINUOUS TESTING – NO FINAL FILING DATE</div> <div>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</div> <div>Send application to: Department of Insurance 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: Diana Vandre or Lilia Fortes</div> <div>Application (form STD678) will be accepted on a continuous basis. Testing is considered continuous as cutoff dates can be set at anytime depending upon the needs of the department. A separate rider will be posted with the examination announcement for each testing period. The bulletin rider will specify when and how the examination is to be given.</div>
Requirements for Admittance to the Examination	<div>All applicants must meet the educational and/or experience requirement for this examination by the written test date.</div> <div>MINIMUM QUALIFICATIONS</div> <div>Either I</div> <div>EDUCATION: Equivalent to graduation from college with a major in criminal justice, law enforcement or criminology. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</div> <div>Or II</div> <div>EXPERIENCE: Two years of peace officer* experience in an investigative assignment in a government agency. AND</div> <div>EDUCATION: Equivalent to two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Applicants who are being considered for positions assigned “Peace Officer” status, as defined by California law, must possess the educational equivalent of completion of the 12th grade.)</div> <div>*As defined in Sections 830.1, 830.2, 830.3, or 830.8 of California Penal Code.</div> <div>MINIMUM AGE: Minimum age at time of appointment is 21 years old.</div> <div>CITIZENSHIP REQUIREMENT: Pursuant to Government Code Section 1031(a), in order to be appointed to a peace officer position a person must be either a United States citizen or a permanent resident alien who is eligible for and has applied for United States citizenship at least one year prior to the final filing date for an examination.</div> <div>FELONY DISQUALIFICATION: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for an examination.</div> <div>BACKGROUND INVESTIGATION: Pursuant to Government Code Section 1031(d), all persons successful in this examination shall be required to undergo a thorough background investigation prior to appointment.</div> <div>FIREARMS DISQUALIFICATION: Existing Federal law prohibits firearms possession by persons who meet criteria established in Federal Omnibus Consolidated Appropriations Act of 1996, relating to misdemeanor crime of domestic violence involving use or attempted use of physical force or deadly weapon to current or former spouse, parent or guardian of the victim.</div>
Testing Period	A candidate may be tested only once during any testing period. The testing period for this examination is 18 months
Special Personal Characteristics	Willingness to work throughout the State and at unusual hours; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen, and possession of a valid California driver’s license of the appropriate class issued by the Department of Motor Vehicles.
Special Physical Characteristics	Good health, sound physical condition, free from any physical or mental condition that would interfere with performance of duties; effective use of both hands, strength, endurance, and agility; emotional stability, normal hearing, normal vision or vision corrected to normal; weight proportional to age and height.
Position Description	Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments and are required to carry firearms and make arrests. This position includes the entry journey levels in the Fraud Investigator, Department of Insurance, series. Under close supervision, incumbents are assigned to conduct criminal investigations of felony violations of law relating to insurance fraud. Incumbents may work alone, with a team, or as a lead investigator over other investigators; are to conduct investigations of criminal enterprises and profiteering and assist in the prosecution of cases involving these groups in both State and Federal courts; and conduct investigations involving a broad range of felony violations, in both the State and Federal judicial system. <i>Positions are located in Sacramento, San Diego, San Jose, Rancho Cucamonga, Commerce, Fresno, Martinez, Orange County, and San Fernando Valley.</i>
Examination Information	This examination will consist of a Pass/Fail – Written Test and a Qualification Appraisal Interview Weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the Written Test or the Qualifications Appraisal Interview will be disqualified from this exam.
Examination Scope	<div>Written Test - Pass/Fail</div> <div>Please allow approximately four hours for the completion of the written test portion. The written test will cover the following areas:</div> <div><div>1. Write effective reports</div><div>2. Interview and investigative procedures.</div><div>3. Laws of search, seizure, and arrest.</div><div>4. Laws of evidence and court procedures.</div><div>5. Reading and analyzing investigative material.</div></div>

Examination Scope (cont.)	<div>Qualification Appraisal Interview - Weighted 100%</div> <div>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</div> <div><div><div>Knowledge of:</div><div><div>1. Criminal investigative techniques and procedures.</div><div>2. Rules of evidence and court procedures.</div><div>3. Laws of arrest, search and seizure.</div><div>4. Service of legal process and legal rights of citizens.</div><div>5. Interview and interrogation processes and procedures.</div><div>6. Provisions of the California Penal Code, Insurance Code, and related statutes in Federal law.</div><div>7. The securing and preservation of evidence.</div><div>8. The use and capabilities of the California Law Enforcement Telecommunications System (CLETS) computers.</div></div></div><div><div>Ability to:</div><div><div>1. Plan and conduct criminal investigations relative to insurance fraud and embezzlement cases.</div><div>2. Apply laws and rules of evidence to specific situations.</div><div>3. Gather and analyze facts and evidence.</div><div>4. Write effective reports of case investigation for prosecutors, both State and Federal.</div><div>5. Analyze situations accurately and take effective action.</div><div>6. Conduct interviews of witnesses and interrogate suspects.</div><div>7. Effectively participate in, or direct effective working relations and be able to speak effectively before groups.</div><div>8. Photograph crime scenes and use sophisticated evidence gathering equipment.</div><div>9. Properly prepare and execute search warrants, serve subpoenas, and file criminal complaints.</div><div>10. Make felony arrests.</div><div>11. Use and maintain Bureau authorized firearms</div><div>12. Properly utilize emergency service vehicles.</div><div>13. Transcribe and dictate reports of surreptitious recording.</div><div>14. Develop and control confidential informants.</div><div>15. Operate CLETS computers.</div></div></div></div>
Additional Desirable Characteristics	In addition to the above knowledge and abilities, possession of the appropriate POST certificate as evidence of increased competency at each level is also desirable. Also desirable is evidence of completed course work in the following subject areas: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedures and law of arrest, search and seizure interviewer and interragation.
Eligible List Information	A departmental Open eligible list will be established for the Department of Insurance. Names of successful competitor’s will be merged into the list in order of final scores, regardless of date. Eligibility expires 18 months after it is established.
	Career Credits and Veteran’s preference points will be granted in this examination.

FRAUD INVESTIGATOR

FINAL FILING DATE: CONTINUOUS

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3311or (916) 492-3306 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3311 or (916) 492-3306 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination will be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1)passing the General Education Development (GED) Test; 2)completion of 12 semester units of college-level work; 3)certification from the State Department of Education, a local school board, or high school authorities that the candidates is considered to have education equivalent to graduation from high school; or 4)for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

Department of Insurance
Human Resources Management
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3393

RELEASE DATE: 01/07/2000
NM/DV/LF